



## Personnel and Administrative Policy and Procedure

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| <b>SUBJECT:</b> Training and Development             | <b>EFFECTIVE DATE:</b> July 1, 2003<br><b>REVIEWED:</b> May 2011<br><b>REVISED:</b> |
| <b>CATEGORY:</b> 200<br><b>POLICY NUMBER:</b> 200.55 | <b>CROSS REFERENCE:</b>   |

**Purpose:** Training includes all activities designed to develop and maintain job-related knowledge and skills of City employees. The HR Director shall assist department directors and supervisors in identifying and meeting the training needs of their staff.

### Definitions:

Training: This is a process to gain the skills and knowledge required to perform a job. It can take a variety of forms including, but not limited to: formal classroom training, on the job training, and computer-assisted training.

Professional Development: The process of identifying future career goals and obtaining the knowledge and skills to meet those goals.

Tuition reimbursement program: A program at the City whereby employees may take college courses and be reimbursed for tuition.

**Objective:** To ensure the City has a fully trained staff capable of providing high quality customer service.

**Scope:** All employees.

### Guidelines for Use

Cost: Costs for instructional fees, lodging, meals, and travel will be paid by the City for approved training activities. Employees assigned to mandatory training activities will be paid at the regular rate or overtime rate, whichever is appropriate. Employees will receive no compensation for time spent outside regular work hours participating in voluntary training activities for which they receive tuition reimbursement.

Funding: Human Resources will budget funds for citywide training including software training.

Individual departments are responsible for budgeting funds for training specific to their department. Some examples of departmental budget costs include: on-the-job training, tuition reimbursement, conference attendance, and other scheduled department trainings.

### Tuition Reimbursement:

- Courses must directly relate to the employee's present or potential promotional assignment at the City.
- Department must have sufficient budgetary resources prior to approval. Absence of budgeted funds is reason for denial of request.

- The City shall reimburse for tuition expenses only. The reimbursement rate shall not exceed public institution charges for undergraduate courses. If graduate fees are charged, the City will reimburse at the undergraduate rate.
- To participate in the City's tuition reimbursement program, an employee must submit a request to his/her supervisor and obtain approval from the department head prior to enrolling in the course.
- Tuition reimbursement may be requested for only one course during any one quarter.
- The employee may not be receiving reimbursement from any other source.
- The employee must submit evidence of satisfactory completion of the course, a grade of "B" or better (or "pass" in the case of a pass/fail class.)
- The employee shall refund the City a proportional amount of the course if the employee terminates employment or is terminated for cause within two (2) calendar years of completion of the course. To determine the prorated amount, the cost of the course will be divided by 24 months and the employee will be responsible for repaying the cost of the course less the prorated amounts for the months worked since completion of the course.

## **Responsibilities**

### Human Resources Department:

- Coordinate training programs involving general professional development that apply to persons from more than one department. Human Resources is also available to help coordinate and /or develop a response to other specific training needs.
- Maintain training records.

### Department Directors and Supervisors:

- Responsible for identifying training needs and resources for training that is technical in nature and/or specific to that department.
- Discuss planned training with the HR Director prior to implementation in order to ensure Citywide resources are coordinated.
- Report attendance at all department sponsored training to the Human Resources Department.
- Document training goals for the upcoming year in the employee's annual performance plan.

### Employees:

- Identify personal training needs and discuss those with their supervisor.

## **Attachment**

### **Tuition Reimbursement Form**

## TUITION REIMBURSEMENT CONTRACT

The City of Milwaukie, referred to hereinafter as "CITY", and the undersigned employee referred to hereinafter as "EMPLOYEE", agree to follow the policies regarding Tuition reimbursement as outlined in the training and development Personnel and Administrative Policies and Procedures. Tuition cost for which reimbursement is made under this contract is for the following:

**Course Title:** \_\_\_\_\_

**College or University:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Term:** \_\_\_\_\_ **Tuition Cost:** \_\_\_\_\_

**Description of Course Contents:** \_\_\_\_\_

**Describe Applicability to Your Job** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE:**

I understand and agree to the foregoing terms and conditions.

**Print/Type Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head (Print Name)** \_\_\_\_\_

**Are Funds Available in the Budget:** Yes ☐ No ☐ **Approve** ☐ **Deny** ☐

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After completing the above portion, Department Head will keep this form in tickler file till employee has completed and received grades for the course. Once grades are received, the Department Head completes the remainder of the form and submits to Finance for reimbursement with proof of grade(s), and sends a copy to Human Resources for employee's personnel file.

**Date of Course Completion:** \_\_\_\_\_ **Grade Earned:** \_\_\_\_\_

(Attach confirmation)

**CITY:**

**Print Name of Department Head:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

cc: Human Resources for Employee's Personnel File  
Finance